

READVERTISEMENT

***Please note addition of Supplement Question;
Resume no long required.***

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

August 6, 2008

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TITLE:	Data Specialist
POSITION NO:	07004
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$34,435 - \$43,044 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, August 20, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Please see Application & Selection Process section for details of all application materials required.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is located in the Family & Community Health Bureau, Maternal & Child Health Epidemiology Unit. This position is responsible for developing and administering health data systems to evaluate health program efficacy and compliance with applicable state/federal regulations; providing user support and coordinating or providing training to ensure proper system functioning and that

users remain proficient with contemporary health data systems and related business processes; and providing related program administration, project management, and technical support services. Responsibilities also include managing a variety of data activities for Bureau programs, such as contractual reports and components of grant applications. Other specific duties include database design; data collection and entry; development and application of quality assurance protocols; and data tracking, management, and reporting.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of computer science, health data management, and statistics fields including descriptive statistics and statistical analysis; right to know versus right to privacy considerations; medical coding and terminology; anatomy and physiology; medical records; records systems; pathologic diseases; quality assurance methods and mechanisms; and adult education and public presentation methods and techniques.

Skills: Skill in operating a variety of information technology equipment; evaluating technical data from diverse sources; managing multiple projects under inflexible deadlines; technical writing; data processing; and data reduction.

Abilities: Ability to communicate effectively orally and in writing; make difficult decisions; and use reason and logic to identify and solve problems.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in health science, medical records, computer science, electronic information management, or related field with significant coursework in data management **AND** two years of progressively responsible health data management experience **OR** Associate's degree **AND** four years experience with data management. Equivalent combinations of related education and human service and data management experience will be considered. Other equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of

- eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview;** and
 4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Data Specialist
Position #: 07004
Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to the supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your data management experience. Include the type of data (such as public health, financial, etc.); collection and tracking methods (such as paper forms, and/or software used); methods for reviewing data quality; and data reports you have created using Excel, Access, or comparable software.